

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System TOWN OF LIBERTY ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 5
other _____
2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME JAMES A. BEASLEY TITLE MANAGER/SUPERVISOR
SALARY\$ 33,507 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 9/29/03

NAME ANN B. GREENE TITLE SALES ASSOCIATE
SALARY\$ 12,285.53 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 4/7/03

NAME KENNETH B. SLUSHER TITLE SALES ASSOCIATE
SALARY\$ 12,113.14 BONUS\$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 3/17/05

NAME BARBARA S. GRAY TITLE SALES ASSOCIATE
SALARY\$ 11,780.52 BONUS\$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 5/26/05

NAME TENA L. FRAZIER TITLE SALES ASSOCIATE
SALARY\$ 7,204.53 BONUS\$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 1/3/08

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME JAMES A. BEASLEY TITLE MANAGER/SUPERVISOR
SALARY\$ 33,096 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 9/29/03

NAME ANN B. GREENE TITLE SALES ASSOCIATE
SALARY\$ 12,203.07 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 4/7/03

NAME BARBARA S. GRAY TITLE SALES ASSOCIATE
SALARY\$ 12,005.76 BONUS\$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 5/26/05

NAME HERMAN A. STEPHENS TITLE SALES ASSOCIATE
SALARY\$ 11,126.66 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 4/10/2000

NAME KENNETH B. SLUSHER TITLE SALES ASSOCIATE
SALARY\$ 10,455.50 BONUS\$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 3/17/05

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME JAMES A. BEASLEY TITLE MANAGER/SUPERVISOR
SALARY\$ 31,880 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 9/29/03

NAME ANN B. GREENE TITLE SALES ASSOCIATE
SALARY\$ 11,365.16 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 4/7/03

NAME HERMAN A. STEPHENS TITLE SALES ASSOCIATE
 SALARY \$ 10,864.13 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 4/10/2000

NAME BARBARA S. GRAY TITLE SALES ASSOCIATE
 SALARY \$ 10,706.01 BONUS \$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 5/26/05

NAME KENNETH B. SLUSHER TITLE SALES ASSOCIATE
 SALARY \$ 9,242.88 BONUS \$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 3/17/05

✓ 3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

THOMAS E. BUTLER SR. - CHAIRMAN - \$ 600.00
WILLIAM E. (BUD) DAVIS - 0 JAMES T. TAYLOR - 0

Fiscal Year 2008

THOMAS E. BUTLER SR. - CHAIRMAN - \$ 600.00
WILLIAM E. (BUD) DAVIS - 0 FRANKLIN D. ROUTH - 0

Fiscal Year 2007

THOMAS E. BUTLER SR. - CHAIRMAN - \$ 600.00
WILLIAM E. (BUD) DAVIS - 0 FRANKLIN D. ROUTH - 0

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

* 8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☐

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

* 12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? _____

Submitted by Name Thomas E. Butler Sr. Title: Chairman Date: 12/24/09

**TOWN OF LIBERTY
ALCOHOLIC BEVERAGE CONTROL BOARD**

**P. O. BOX 1186
423 W. SWANNANOA AVE.
LIBERTY, NC 27298-1186**

**(336) 622-3311
FAX (336) 622-3269**

LIST OF BENEFITS

**JAMES A. BEASLEY – STATE RETIREMENT, 50% REIMBURSEMENT OF
HEALTH/DENTAL PREMIUM – EFFECTIVE - 6/2008,
FIVE PAID HOLIDAYS and FIVE PAID PERSONAL
DAYS**

ANN B. GREENE – STATE RETIREMENT

HERMAN A. STEPHENS – STATE RETIREMENT

BARBARA S. GRAY – NO BENEFITS

KENNETH B. SLUSHER – NO BENEFITS

**8, 9, 10. NO SPECIFIC ETHICS POLICY, HOWEVER, “ COMMON SENSE “
ETHICS APPLIED AND PRACTICED**

**12. NO STANDARD PROCESS – REVIEW PERFORMED ANNUALLY BY
BOARD OF DIRECTORS. OVERALL PERFORMANCE OF STORE IS
STUDIED, INCLUDING EMPLOYEE PERFORMANCE AND SALARIES/
COMPENSATION. SALARY AND/OR ANY COMPENSATION RANGE IS
THEN DETERMINED AND SET BY BOARD OF DIRECTORS BASED ON
RESULTS OF PERFORMANCE STUDY, MUNICIPAL GOVERNMENT
EMPLOYEE PAY SCALE, AND THE ADVICE OF THE BOARD’S CPA**

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Lillington

ABC Employees

1. How many employees does your ABC system have? full-time 3 part-time 1
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME CLACK, Robert T. TITLE MANAGER
SALARY \$ 23,716.50 BONUS \$ 481.00 BENEFITS Yes ☒ No ☐ HIRE DATE 11-10-91

NAME Stone, Steven A. TITLE Clerk
SALARY \$ 26,384.99 BONUS \$ 420.00 BENEFITS Yes ☒ No ☐ HIRE DATE 2-19-07

NAME Todd, Kenneth TITLE Clerk
SALARY \$ 17,044.04 BONUS \$ 343.38 BENEFITS Yes ☒ No ☐ HIRE DATE 5-18-08

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME CLACK, Robert T. TITLE MANAGER
SALARY \$ 21,213.25 BONUS \$ 400.25 BENEFITS Yes ☒ No ☐ HIRE DATE 11-10-91

NAME Stone, Steven A. TITLE Clerk
SALARY \$ 20,993.58 BONUS \$ 330.00 BENEFITS Yes ☒ No ☐ HIRE DATE 2-19-07

NAME Woodson, Wilbur TITLE Clerk
SALARY \$ 9,389.89 BONUS \$ 189.75 BENEFITS Yes ☒ No ☐ HIRE DATE 7-9-05

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME CLACK, Robert T. TITLE MANAGER
SALARY \$ 21,213.25 BONUS \$ 400.25 BENEFITS Yes ☒ No ☐ HIRE DATE 11-10-91

NAME Woodson, Wilbur TITLE Clerk
SALARY \$ 10,597.13 BONUS \$ 198.00 BENEFITS Yes ☒ No ☐ HIRE DATE 7-9-05

NAME Fisher Lisa A. TITLE Clerk
SALARY \$ 11,669.178 BONUS \$ 189.75 BENEFITS Yes ☒ No ☐ HIRE DATE 8-13-01

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

MARSHALL A. PAGE - \$2,025.00 FRANK LEWIS \$1,350.00
HELEN STEWART - \$1,350.00

Fiscal Year 2008

MARSHALL A. PAGE - \$1,800.00 FRANK LEWIS \$1,200.00
HELEN STEWART - \$1,200.00

Fiscal Year 2007

MARSHALL A. PAGE - \$1,200.00 FRANK LEWIS \$1,200.00
HELEN STEWART \$1,200.00

5. Do your board members receive insurance or retirement benefits? Yes ☒ No ☐ If yes, what are they? Insurance - Retirement

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 4-7-99 Please attach a copy. See PERSONNEL MANUAL / TRAVEL POLICIES

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 4-7-99 Please attach a copy. See PERSONNEL MANUAL / TRAVEL POLICIES

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 4-7-99 Please attach a copy. See PERSONNEL MANUAL / TRAVEL POLICIES

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☒ No ☐ If so, how much is it per year total and who receives it? MANAGER \$1,200.00

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? None

Submitted by Name Robert T. Clock Title: Manager Date: 12-6-09

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Lincoln County

ABC Employees

1. How many employees does your ABC system have? full-time 2 part-time 6
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME David Goodnight (Full) TITLE manager
SALARY \$ 46,927 BONUS \$ 902 BENEFITS Yes ☒ No ☐ HIRE DATE 1-22-2004
year

NAME Tim Stamey (Full Time) TITLE clerk
SALARY \$ 12.60 hr BONUS \$ 504 BENEFITS Yes ☒ No ☐ HIRE DATE 5-26-2004

NAME Sal Romala PT TITLE clerk
SALARY \$ 11.40 hr BONUS \$ 228 BENEFITS Yes ☐ No ☒ HIRE DATE 5-26-2004

NAME Marian Anderson TITLE clerk
SALARY \$ 11.40 BONUS \$ 228 BENEFITS Yes ☐ No ☒ HIRE DATE 5-26-2004
PT

NAME Bob Rankin TITLE clerk
SALARY \$ 10.50 BONUS \$ 210 BENEFITS Yes ☐ No ☒ HIRE DATE 3-1-2006
PT

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME DE TITLE _____
SALARY \$ 44,234 BONUS \$ 851 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Tim TITLE _____
SALARY \$ 12.00 hr BONUS \$ 480 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Sal TITLE _____
SALARY \$ 10.85 hr BONUS \$ 217 BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME Marian TITLE _____
SALARY \$ 10.85 hr BONUS \$ 217 BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME Bob TITLE _____
SALARY \$ 10.50 hr BONUS \$ 200 BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME David TITLE _____
SALARY \$ 41,769 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Tim TITLE _____
SALARY \$ 11.03 hr BONUS \$ 441 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Sal TITLE _____
 SALARY\$ 10.33 hr BONUS \$ 207 BENEFITS Yes ___ No ___ HIRE DATE _____

NAME Marian TITLE _____
 SALARY\$ 10.33 hr BONUS \$ 207 BENEFITS Yes ___ No ___ HIRE DATE _____

NAME Bob TITLE _____
 SALARY\$ 9.50 hr BONUS \$ 190 BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Mike Baker, Marty Mull, Mike Davis
ZERO compensation

Fiscal Year 2008

Same as 09

Fiscal Year 2007

Same as 08 & 09

5. Do your board members receive insurance or retirement benefits? Yes ___ No ☒ If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes ___ No ☒ If so, what? _____
7. Do you have a travel policy for board members/employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No ___
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No ___
11. Do you have a nepotism policy in place for board members/employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes ___ No ☒ If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 0

Submitted by Name David Goodnight Title: manager Date: 11/30/09

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

RECEIVED
NOV 30 2009
NC ABC COMMISSION

Name of ABC System LINCOLTON ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 4 part-time 4
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME <u>BERT HONEYCUTT</u>	TITLE <u>MANAGER</u>
SALARY \$ <u>36,860.00</u> BONUS \$ <u>1500</u>	BENEFITS Yes <u>No</u> HIRE DATE <u>07-21-1982</u>
NAME <u>JAMES DEASON</u> <u>Christmas</u>	TITLE <u>Clerk Sales</u>
SALARY \$ <u>28,096.00</u> BONUS \$ <u>11,238.86</u>	BENEFITS Yes <u>No</u> HIRE DATE <u>12-14-1999</u>
NAME <u>Paul Duncan</u>	TITLE <u>Clerk Sales</u>
SALARY \$ <u>28,096.00</u> BONUS \$ <u>11,238.86</u>	BENEFITS Yes <u>No</u> HIRE DATE <u>03-04-2000</u>
NAME <u>Stewart Ramsey</u>	TITLE <u>Assit Manager</u>
SALARY \$ <u>27,548.00</u> BONUS \$ <u>11,020.00</u>	BENEFITS Yes <u>No</u> HIRE DATE <u>10-23-2006</u>
NAME <u>John Weaver</u>	TITLE <u>Part time Sales</u>
SALARY \$ <u>19,460.00</u> BONUS \$ _____	BENEFITS Yes <u>No</u> HIRE DATE <u>12-18-1989</u>

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME <u>Bert Honeycutt</u>	TITLE <u>Manager</u>
SALARY \$ <u>33,327.00</u> BONUS \$ <u>13,330.00</u>	BENEFITS Yes <u>No</u> HIRE DATE <u>07-21-82</u>
NAME <u>James Deason</u> <u>Christmas</u>	TITLE <u>Sales Clerk</u>
SALARY \$ <u>26,344.00</u> BONUS \$ <u>10,540.00</u>	BENEFITS Yes <u>No</u> HIRE DATE <u>12-14-09</u>
NAME <u>Paul Duncan</u>	TITLE <u>Sales Clerk</u>
SALARY \$ <u>26,344.00</u> BONUS \$ <u>10,540.00</u>	BENEFITS Yes <u>No</u> HIRE DATE <u>03-04-2000</u>
NAME <u>Stewart Ramsey</u>	TITLE <u>Assit Manager</u>
SALARY \$ <u>25,524.00</u> BONUS \$ <u>10,200.00</u>	BENEFITS Yes <u>No</u> HIRE DATE <u>10-23-06</u>
NAME <u>John Weaver</u>	TITLE <u>Part time</u>
SALARY \$ <u>15,075.00</u> BONUS \$ _____	BENEFITS Yes <u>No</u> HIRE DATE <u>12-18-89</u>

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME <u>Bert Honeycutt</u>	TITLE <u>Manager</u>
SALARY \$ <u>31,192.00</u> BONUS \$ <u>12,480.00</u>	BENEFITS Yes <u>No</u> HIRE DATE <u>07-21-82</u>
NAME <u>James Deason</u>	TITLE <u>Sales Clerk</u>
SALARY \$ <u>25,562.50</u> BONUS \$ <u>10,222.50</u>	BENEFITS Yes <u>No</u> HIRE DATE _____

NAME John Weaver TITLE Part time
SALARY \$ 15,832 BONUS \$ _____ BENEFITS Yes ☐ No ☒ HIRE DATE 12-18-1989

- Fiscal Year 2007
- | | |
|---------------------------|-----------------------------|
| LD Warlick | 100 ⁰⁰ Per month |
| 1200 ⁰⁰ annual | |

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? *None for those part* 3

2

Lincolnton ABC Board

Fiscal yr 2009

Health insurance/ Municipal Insurance Trust
Total of \$ 3164.36 per month

Local Govt retirement System
Employer contribution \$504.70 per month

ARTICLE I

THE PERSONNEL SYSTEM

1. Definitions

For the purpose of this regulation the following definitions will apply:

- a. "ABC Board or 'ABC'" - Lincolnton Alcoholic Beverage Control Board.
- b. Manager - Manager of ABC store, Manager, Store Manager.

2. Basic Principles

All appointments and promotions of the ABC Board employees, subject to the authority of the ABC Board, shall be made solely on the basis of merit, ability, fitness, and justice.

- a. A person shall not be, both, an ABC Board Member and an Employee of the ABC System.

3. Nondiscrimination

There shall be no discrimination against employees or applicants for employment on account of race, creed, color, national origin, sex or any political or union application.

4. Nepotism

The employment of more than one family member shall be avoided.

5. Organization

Responsibility of the Store Manager.

The Manager shall be responsible for the administration of the following personnel policies and rules which apply to all persons employed by the ABC Board. The Manager shall perform such other duties in connection with a modern personnel program as are necessary. All matters dealing with personnel shall be routed through the Manager, who shall maintain a complete system of personnel files and records.

6. Employees Subject to Resolution

The provisions of this resolution shall be applicable to all permanent ABC Board employees except ABC Board members.

The following positions may, but are not all required, be considered necessary to carry out the normal operation functions of the ABC Store and system. The positions may be of a full time or part time nature.

HOUSEKEEPING DUTIES

The housekeeping duties in a store are so important that it is the responsibility of every store employee to do his full share in maintaining top store appearance. Shelves should be clean, well-stocked and merchandise placed in an orderly fashion at all times.

WORK SCHEDULES

All personnel are expected to be prompt in reporting for duty. Be cooperative at times when it is necessary to adjust duty hours due to unusual circumstances. In cases of emergency, when you cannot report on time, notify the manager so that he may make other arrangements for the proper functioning of the store.

STORE SECURITY

The store manager or assistant manager opening a store in the morning will check all outside lights to see that they are operating. Burned out bulbs will be immediately replaced. Sufficient lights must be left on inside the store to well light the interior.

PERSONS DISQUALIFIED FOR EMPLOYMENT BY BOARD

No person shall be appointed a member of either the State Board or any county board or employed thereby who shall be a stockholder in any brewery or the owner of any interest therein in any manner whatsoever, or interested therein directly or indirectly, or who is likewise interested in any distillery or other enterprise that produces, mixes, bottles, or sells alcoholic beverages, or who is related to any person likewise interested or associated in business with any person likewise interested and neither of said boards shall employ any person who is interested in, directly or indirectly, or related to, any person interested in any firm, person or corporation permitted to sell alcoholic beverages in this state.

VENDOR REPRESENTATIVES (STATE REGULATIONS)

Salesmen shall be prohibited from entering any ABC store except for the purpose of calling on the buyer or making a purchase. In no event shall any salesman visit an ABC store for the purpose of visiting with the store manager or store personnel, nor shall any salesman loiter or loaf in any ABC store, substitute for a clerk or store manager, or in any way promote his merchandise among store personnel at any time.

Salesmen shall not contact, either directly or indirectly, or call upon store personnel while store personnel is off duty for the purpose of promoting his merchandise. Store managers and store personnel shall be equally guilty of any infraction of this regulation.

Salesmen shall be prohibited from giving whiskey to store personnel, including store managers, at any time and store personnel and store

managers shall be equally guilty if they accept whiskey, either directly or indirectly, from any salesmen. All salesmen should be directed to contact the General Manager to conduct his business

Salesmen are required to dispose of all breakage and unsalable merchandise.

SERVICE TO THE PUBLIC

Customer Approach:

To deserve the goodwill of the public is of the utmost importance. It is best gained by giving cheerful, competent service in clean, attractive stores. Customers must be waited on promptly and pleasantly. Greet them with, "Good Morning" (afternoon or evening). Ask, "May I help you?" When the sale is completed say, "Thank you." If engaged in other duties at the counter, stop such work when customers enter and be prepared to serve them. If additional help is needed at the counter for better service, ask your store manager or assistant manager for that help.

Clerks should give customers their undivided attention. Never hum, sing, whistle, or converse with other clerks while serving customers. Idle clerks should be considerate of busy ones by not doing anything to distract their attention from the customer.

Should a customer be difficult in his attitude, always remain courteous and patient. If situations arise which you cannot handle, call the store manager before such incidents get out of control. Discourtesy, for any reason, is inexcusable. Tact and courtesy are necessary attributes to cultivate.

SALES TO MINORS AND OTHERS PROHIBITED BY LAW

(Chapter 18A ABC Laws: "No alcoholic beverage shall be sold knowingly to any minor, or to any person who has been convicted of public drunkenness or of driving any motor vehicle while under the influence of intoxicating liquors ... or to any person known to be an habitual drunkard ... The store manager and employees ... may, in their discretion, refuse to sell alcoholic beverages to any individual applicant."

If you doubt that a customer is of legal age, you must not sell to him until he furnishes sufficient proof that he is 21 years old. Be certain that such proof applies to the person presenting it and is not borrowed for the occasion or stolen.

Sales to anyone visibly intoxicated are prohibited. You must be alert to your responsibility in this respect and be able to differentiate between the person who has had something to drink and the one who has had too much to drink.

Also, clerks must ascertain the possibilities of the customer being disabled or handicapped in his movements before declining to sell.

Although you are not to show preference in the sale of brands, you are expected to assist the customer who is uncertain as to what he wants, or one who asks for information about the merchandise.

EXCHANGE OF MERCHANDISE

Once a customer has left the store with merchandise, it cannot be exchanged. Request for exchanges should be referred to the store manager or assistant manager. It should be explained that this procedure is for his own protection, that we want everyone to be assured that he is the only one who has ever had that particular bottle out of the store. Advise him of our posted signs stating no exchanges and that this is a state regulation. If, however, there is a complaint against the merchandise, such as an "off" taste, bad color, etc., the customer should be informed that we will have to wait for the distiller's decision after analysis, before replacing it. Get all the facts, including the customer's name, address, and telephone number. The general manager will discuss this with the sales representative.

CONDITION OF MERCHANDISE

Extreme care must be exercised in handling merchandise to prevent breakage, defacing labels, breaking seals, etc. Watch for cracked bottles, short contents, or bottles containing sediment or foreign matter of any kind. If a bottle shows signs of leaking, set it to one side and call it to the attention of the store manager. Do not attempt to reseal or sell this bottle. If a bottle is broken, save the neck with the closure and strip stamp unbroken and turn it over to the store manager.

RECEIPTS TO CUSTOMERS

When requested by a customer, a receipt will be issued to cover their purchase. Normally the cash register stub will suffice for this purpose, but if the customer requests a special type receipt it will be issued cheerfully, to his satisfaction.

ARTICLE VII

TRAVEL AND REIMBURSEMENT EXPENSE

All full-time employees of the ABC Board shall be entitled to travel, lodging and meal expenses incurred in the course of their employment in the performance of their duties. To be eligible however, the employee must have prior approval of the Board. Expenses can be advanced for meals, lodging, etc. at a rate of \$65.00 per day or fraction thereof; \$40.00 per day representing overnight lodging and \$25.00 per day for meals. Where travel activity (convention, training, conference, etc.) is required or is being conducted at a designated location to include lodging, it is permissible to use the

lodging rates charged at such location. In the event that meal expenses cannot be borne with the \$25.00 limit, with proper receipts, the Board may approve meals expenses above the \$25.00. Expenses are not to begin unless the following conditions are met:

- A. Meals will be reimbursed for trips of 8 hours or more in duration;
- B. Mileage will be paid on the exact same rate as allowed by the Internal Revenue Service and will be calculated on the shortest route possible;
- C. Employees are expected to depart as soon as practical after the conclusion of their business or meeting, except no employee will be expected to travel between the hours of 10:00 P.M. and 8:00 A.M.;
- D. Living expenses will not be paid to any one employee for time he could have reasonably left his destination away from the store;
- E. Out of state travel will require prior approval of the ABC Board;
- F. Convention expenses will require Board approval and will include expense categories as follows:
 - 1. Registration
 - 2. Hotel expense
 - 3. Meal expense
 - 4. Parking, tips and other incidental expense
 - 5. Any other expense connected with the meeting - including mileage for automobile or other transportation expense.
- G. All travel vouchers are to include a description of the activity requiring travel, the beginning and ending time of the activity and why it will benefit the ABC Board/Store.
- H. At the conclusion of such travel, receipts shall be required to support all expenses incurred; with the exception of mileage expense, taxi fare or other incidental expense where receipts are not normally given. Tips shall be added to and paid on the food bill. Unused advance travel expense shall be turned in to the Manager at such time such reconciliation of travel expenses is made. An appropriate travel expense form, including instructions for use in requesting a travel advance and for reconciling such expense at the end of the travel activity or trip.
- I. Emergency travel will require prior approval of the Board.

- J. Spouses are invited to accompany family members on trips with the understanding that each will pay their separate ways.
- K. All exceptions to this policy will require the Board approval.

ARTICLE VIII

DISPOSITION POLICY

Any and all ABC property deemed to be surplus by the board shall be sold at public auction with the exception of the following:

The sale of property to a public body for public use may be negotiated at its fair value subject to prior approval of the Board. The transfer shall be documented by an appropriate bill of sale.

ABC property shall not be destroyed, abandoned, or donated without the prior approval of the Board.

ARTICLE IX

PROCUREMENT POLICY:

1. Purchases and contracts for equipment, materials, supplies, or services, shall be made in the following manner:
 - a. The General Manager shall make purchases and contracts, not to exceed \$300.00 in amount, in the open market after such inquiry as he deems necessary to ensure that the price obtained is the most advantageous to the local ABC Board, and
 - b. For purchases and contracts from \$300.00 to \$2,000.00 the General Manager shall solicit bids orally, by telephone, or in writing from at least three suppliers, if so many be available in the locality. He shall keep on file a tabulation of solicitation made and quotations received, and
 - c. For purchases and contracts in excess of \$2,000.00 the General Manager shall invite bids by (1) advertisement in at least one newspaper of general circulation, or (2) mailing invitations to bid to all available dealers and notices posted in public places; or a combination of such methods. A tabulation of bids received shall be retained.
 - d. All procurement of equipment, materials, supplies, and repairs or services shall be documented. Expenditures under \$10.00 may be made from the petty cash fund and shall be supported by receipts. Expenditures from \$10.00 to \$2,000.00 shall be

However, an employee shall not

- (a) Engage in political activity while on duty.
- (b) Be required to contribute funds or support for political or partisan purposes as a condition of employment, pay raise, promotion, or tenure of office.
- (c) Use store supplies, equipment or facilities to display political slogans, posters or stickers or for any other political purposes.
- (d) Solicit or act as custodian of funds for political or partisan purposes.

Any violation of these provisions shall be deemed improper conduct and may result in discharge or other disciplinary action.

Section 7. GIFTS AND FAVORS

The conduct of an employee shall be free from influence arising from gifts, favors, or special privileges. It is the obligation of an employee to refuse personal gifts, favors, or special privileges in situations where it is reasonable to believe that such may be offered so as to affect the giver's interest or otherwise exert influence on the actions of the employee. Furthermore, no employee shall seek personal or financial advantage because of his/her position.

Section 8. CONDUCT

An employee is expected to conduct himself or herself both on and off the job so as to reflect credit on the store and on fellow employees.

The following are examples of unacceptable behavior:

Reporting to work in an intoxicated or drugged condition.

Use of intoxicants or drugs on the job.

Infamous or disgraceful conduct on or off the job.

Gross inefficiency, insubordination or refusal to perform assigned duties.

Engaging in a scheme for personal profit in connection with official duty.

Conviction of a felony.

Insufficient regard for work rules and regulations, or

Section 4. PERFORMANCE EVALUATION

At least once during the probationary period, the manager shall complete a formal evaluation of the employee's performance using such format and procedure as recommended by the Board. The employee must obtain an overall rating of satisfactory in order to be considered as a permanent employee.

All regular full-time (permanent) employees shall be evaluated at least once annually. The completed performance evaluation shall be placed in the employee's permanent personnel file.

The performance evaluation system provides a history of work progress of the individual employee. The performance evaluation system shall also be utilized as a tool to determine eligibility for promotion and as a basis for demoting or discharging an employee. The manager should use the performance evaluation system as a tool for counseling with employees and as a communications piece for discussing work progress, problems and opportunities.

While the work progress of an employee is formally evaluated on a periodic basis (as defined herein), the manager should continuously counsel employees with regard to work progress, job expectations, performance, employee strengths and weaknesses. This serves to open communications between the manager and the employee and to build a better work environment.

Section 5. OUTSIDE EMPLOYMENT

The Board has no intention of attempting to regulate what an employee does during his own time away from the job as long as off-duty activities do not represent a conflict of interest or reflect discredit on the store. To avoid possible conflict of interest, the employee's outside employment shall be reported and approved by the manager. An employee is cautioned not to engage in outside activities that are so exhausting that one's physical and mental abilities are consistently impaired to the extent that his or her store service is adversely affected.

Section 6. POLITICAL ACTIVITY

The Board encourages employees to exercise their civic responsibility in support of good government at all levels by voting for the political candidates and issues of their choice.

An employee may join or affiliate with political organizations, may attend political meetings and may advocate and support political principles and policies in accordance with the Constitution and laws of the state of North Carolina and of the United States of America.

**Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System Locust ABC Board #173

ABC Employees

1. How many employees does your ABC system have? full-time 3 part-time 6
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Harry Fletcher TITLE General Manager
SALARY\$ 36,000.00 BONUS \$ 360.00 BENEFITS Yes No X HIRE DATE 6/15/08

NAME Heather Hughey TITLE Assistant Manager
SALARY\$ 31,200.00 BONUS \$ 300.00 BENEFITS Yes X No HIRE DATE 6/15/08

NAME Velvet Jay TITLE Assistant Manager
SALARY\$ 29,100.00 BONUS \$ 290.00 BENEFITS Yes X No HIRE DATE 6/15/08

NAME James Restiano TITLE PT Associate @9.00 hr
SALARY\$ 9,556.38 BONUS \$ 0 BENEFITS Yes No X HIRE DATE 7/1/08

NAME Gwen Long TITLE PT Associate @ 9.00 hr
SALARY\$ 8,898.75 BONUS \$ 0 BENEFITS Yes No X HIRE DATE 7/1/08

Fiscal Year 2008 (July 1, 2007 – June 30, 2008) N/A Store opened 7/1/08

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes _____ No _____ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes _____ No _____ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes _____ No _____ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes _____ No _____ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes _____ No _____ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes _____ No _____ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes _____ No _____ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes__ No__ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes__ No__ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes__ No__ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
2 Assistant Managers only. Health insurance, dental insurance, State retirement.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009
Joseph Bishop, Chairman: \$0.00 Mike Harwood \$0.00 Lee Timberlake \$0.00

Fiscal Year 2008
N/A

Fiscal Year 2007
N/A

5. Do your board members receive insurance or retirement benefits? Yes___ No__X___ If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes___ No__X___ If so, what? _____
7. Do you have a travel policy for board members/employees? Yes _X_ No __ If yes, When was it instituted? _7/1/08___ Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes _X_ No __ If yes, when was it instituted? _7/1/08___ Please attach a copy. See GIFT POLICY pgs 7/8 personnel policy
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes _X_ No ___
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes _ No _X_
11. Do you have a nepotism policy in place for board members/employees? Yes _X_ No ___ If yes, when was it instituted? _7/1/08___ Please attach a copy. See HIRING OF RELATIVES pg 2 personnel policy plus applicable state guidelines.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No _X_ If yes, when was it instituted? _____ Please attach a copy. Local market driven.
13. Do you pay a car allowance for board members/employees? Yes ___ No _X_ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? _____\$00_____

Submitted by Name _Harry Fletcher_____ **Title:** __Gen. Mgr.____ **Date:** __11/30/2009_____

The following handbook has been prepared to give you information concerning the personnel policies of the City of Locust ABC Board. The policies may be changed at any time as deemed necessary by the Locust ABC Board of Directors. As changes occur, a replacement or supplement sheet will be provided to keep you up to date. The following policies replace the previous handbook. The Locust ABC Board is an Equal Opportunity Employer and no employee or applicant for employment will be discriminated against because of race, color, sex, national origin, or political affiliation.

WORK SCHEDULES:

Regular, full-time employees are scheduled to work up to forty (40) hours per week. Hourly employees are scheduled as needed. The manager will set the work hours through the use of monthly work schedules. All hourly employees shall record on the provided timesheet the number of hours worked on a daily basis. Falsification of time sheets or of reports of hours worked is grounds for immediate dismissal.

PAY:

The ABC Board is attentive to our employees' standards of pay and benefits. In this regard, it is our intention to remain competitive within the public and private sectors of our region of North Carolina. All employees shall be paid semi-monthly on the 15th and last day of the month.

OVERTIME:

There will be no overtime pay unless approved in advance by the manager. Overtime will be allowed only in emergencies or unusual situations. Compensatory time off for overtime work may be granted an employee for the amount of time worked at a time which will least obstruct the operation of the store.

HARASSMENT:

The board is committed to providing a work environment that is free of discrimination. The Board maintains a strict policy prohibiting unlawful harassment of any kind in the work place and will not tolerate harassment of the Board's employees by anyone, including a co-worker or vendor. A specific sexual harassment policy is attached.

DRUG AND ALCOHOL-FREE WORKPLACE:

All employees are absolutely prohibited from the use, sale, purchase, transfer, or possession of illegal or non-prescribed drugs at any time. The Board strictly prohibits employees from being under the influence of alcohol and/or any drugs

while performing Board business. Only legally prescribed medications are excluded from this rule and permitted as long as they do not impair work ability, job performance, safety, and the safety of others.

GRIEVANCE PROCEDURE:

The prompt settlement of misunderstandings or problems on an informal basis at the work level is desirable and in the best interest of sound employee-management relations. We recognize that questions, suggestions, and grievances are a normal occurrence among people working together. You are encouraged to take your thoughts to the Manager. The Manager and the ABC Board shall maintain an open door policy. Always keep in mind that your problems should be presented directly to the Manager and that complaining to anyone else is neither constructive nor in good taste.

PHONE USAGE:

Occasionally, it may be necessary to make or receive a personal phone call during business hours. Please keep personal phone calls to a minimum so that phone lines remain open for business.

HIRING OF RELATIVES:

No member or employee of the Board shall be related to any person engaged or employed in the sale or distribution of alcoholic beverages in the Locust ABC Store.

SMOKING:

There is a "no smoking" policy within the confines of the ABC Store. This policy is established to benefit the welfare of employees and customers who choose not to smoke. Employees may smoke outside the back door of the building.

OUTSIDE EMPLOYMENT:

The work of the ABC Board shall have precedence over the other occupational interests of employees. No special arrangements can be made with regard to such things as work schedules to accommodate non-ABC business. Conflicting outside employment shall be grounds for dismissal. You may not work for the ABC board and at the same time be employed by or have any direct or indirect interest in any distillery or other business involving the sale of alcohol, malt, or brewed beverages.

CONFIDENTIAL INFORMATION:

Employees' are exposed daily to a great deal of confidential information, including sales records, security matters, personnel matters, inventory problems, customer names, and Board policies. Employees' are expressly prohibited from giving confidential or other information, records, or printed materials pertaining to the ABC store to anyone other than ABC Board members or authorized employees.

TRAVEL POLICY:

The travel policy is covered under a separate policy as attached.

HOLIDAYS:

The Locust ABC Store regular, full-time employees observe the following five paid holidays:

New Year's Day
Fourth of July
Labor Day
Thanksgiving Day
Christmas Day

VACATION:

Each regular, full-time employee shall earn vacation at the following rate:

<u>Years of Service</u>	<u>Total Days Per Year</u>
0 - 1	6
2 - 5	12
6 - 19	15
20 +	20

Earned, but unused, vacation cannot be carried forward to the next calendar year. There is a six-month probationary period for new hires before vacation can be accrued. Persons who are hired on or before the fifteenth (15th) of the month start their probationary period that month; and those hired after the fifteenth (15th) of the month, start their probationary period on the first of the following month. All vacation must be taken by the last week of November each year. Vacations are scheduled on first come, first serve basis. The manager must approve your request prior to you scheduling your vacation. More than one person cannot take vacation at the same time. The Board must approve any deviation or change of this policy for unusual circumstances.

SICK LEAVE:

Sick leave is a privilege. Sick leave with pay is not a right that an employee may demand, but a privilege granted by the Board. An employee may be granted sick leave if the absence is due to sickness, bodily injury, quarantine, required physical or dental examination, exposure to a contagious disease when continued work might jeopardize the health of others, or illness in the employee's family which requires the care of the employee.

Sick Leave Earned.

Each regular, full-time employee, at the successful completion of the six-month probationary period shall earn sick leave at the rate of one day per full calendar month of service using the following table:

<u>Years of Service</u>	<u>Total Days Per Year</u>
0 – 1	6
2 +	12

Sick leave can be accrued one day per month and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Government Employees' Retirement System. All accumulated sick leaves shall be lost when an employee resigns or is separated from employment with the Locust ABC Board. No employee shall be paid for accumulated sick leave. Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action.

Physician's Certificate

The manager or supervisor may require a physician's certificate as to the nature of the illness and the employee's ability to resume his duties.

BEREAVEMENT LEAVE:

In the event of a death in the immediate family (spouse, grandparents, father, mother, sibling, child, grandchild, and associated step relationships) bereavement leave may be granted not to exceed three (3) days. Bereavement leave is not charged against a fulltime employee's vacation or sick leave. Consultation with the manager is necessary to determine the amount of time off needed by the employee.

RETIREMENT:

Employees are required to become a member of the North Carolina Local Governmental Employees' Retirement System on the date of hire if they are a

permanent employee and their duties require that they work at least 1,000 hours a year. Information is available in the North Carolina Local Governmental Employees' Retirement Booklet.

HEALTH INSURANCE:

Eligible Employee:	All Full-time employees
Employee Coverage:	Paid in full by the Board
Family Coverage:	Employee pays any coverage for family members in full

The Board may change or eliminate any of these benefits at any time and cannot guarantee the same benefits and insurance coverage from year to year.

DENTAL INSURANCE:

Eligible Employee:	All Full-time employees
Employee Coverage:	Paid in full by the Board
Family Coverage:	Employee pays any coverage for family members in full

The Board may change or eliminate any of these benefits at any time and cannot guarantee the same benefits and insurance coverage from year to year.

LONGEVITY PAY:

Longevity pay shall be paid to regular employees, as business profits warrant, the pay period before Christmas. The pay plan is based on year to date pay as of the pay date before Christmas using the following table:

1 – 5 years	1 % of YTD Pay
6 – 10 years	2 % of YTD Pay
11 – 15 years	3 % of YTD Pay
16 – 20 years	4 % of YTD Pay
21 + years	5 % of YTD Pay

MILITARY LEAVE:

A fulltime employee who is a member of the Armed Forces or National Guard may be granted two (2) calendar weeks leave for required annual training per calendar year. Adjusted pay to compensate for the difference between military pay and regular pay will be given.

CIVIL LEAVE:

Employees called for jury duty or as a witness for the Federal or State Government (or a subdivision thereof), shall be entitled to receive his regular compensation for work missed during the required absence. Employees may retain all fees received for jury duty in addition to their regular compensation.

LEAVE WITHOUT PAY:

The Manager may grant an employee a leave of absence without pay for up to one year with approval by the Locust ABC Board. The leave is used for personal or family illness, completion of education, or special works that will permit the Board to benefit by the experience gained, or work performed. The employee must apply in writing to the Manager for the leave permission. The employee is obligated to return to duty within or at the end of the time determined appropriate by Management. The employee should immediately notify the Board should they find they would not be returning to work. Failure to report by specified date will be considered a resignation. Accumulated vacation will be used before an employee goes on leave with out pay, except in a workmen's compensation situation. If the leave is for a personal disability, a physician must furnish a prescribed form verifying the actual period of disability. The employee is not eligible to earn Vacation, Holiday, or Sick pay during the leave of absence. The regular employee will be reinstated to the same position, or one of like classification, seniority and pay upon return to work.

WORKMEN'S COMPENSATION:

In compliance with the compensation laws of North Carolina, the Locust ABC Board pays Worker's Compensation for all employees. Any work-related injury, no matter how minor, must be reported immediately to the manager or next in charge so that proper medical attention can be provided. Failure to report an accident or injury could possibly result in not only the loss of workmen's compensation benefits, but also needed medical treatment.

INCLEMENT WEATHER:

In situations involving inclement weather; heavy snow storms, icy roads, or other unusual circumstances, the store shall remain open for the full scheduled

working hours unless authorization for early closing or other deviation is received from the Manager. If you fail to report or are unable to report for work because of conditions beyond your control, you should notify the Manager as soon as possible.

CUSTOMER COMPLAINTS:

Any employee receiving a complaint from a member of the general public, either in person, by phone, or in writing, shall attempt to secure the name and address of the complainant, and telephone number where said complainant may be contacted. The employee shall explain that the request for identification is for the purpose of contact by the Manager or Board to conduct a proper investigation into said complaint. If identification is refused, the matter must still be reported to the Manager immediately.

PROBATIONARY PERIOD:

All new hires or promotions to regular positions in the service of the City of Locust ABC Board shall be for a probationary period of six (6) months. The manager shall,

- discuss the employee's progress, accomplishments, strengths, failures, and weaknesses with the new or promoted employee; and
- decide whether the new or promoted employee is performing satisfactory work;
- decide whether the new employee should be retained, or whether the employee's probationary period should be extended for a period of time;
- Or whether the employee should be discharged, or if on probation following a promotion, possibly reinstating the employee to his former position.

GIFT POLICY:

Definitive rules have been set by the North Carolina ABC Commission regarding the issuance of gifts or inducements by industry personnel to ABC employees, and the acceptance of the same. Also, the North Carolina General Statutes addresses this subject, and it is a matter that is now viewed with much scrutiny.

The Board and employees are prohibited from accepting any gift of value, whether in the form of service, loan, thing, or promise, from any person interested directly or indirectly in doing business with the board.

For the purposes of defining N.C. General Statute 18B-1116 (a) (3), a “thing of value or gift” is any gratuity, favor, discount, entertainment, hospitality, loan, tickets or other items having monetary value. It includes services as well as gifts of training, transportation, local travel, lodgings, entertainment fees and meals. Advertising novelties will not be construed to be “a thing of value”.

To clarify the board’s position on acceptance of gifts, the following rules shall apply:

- 1) Distiller representatives shall not give liquor, gifts of value, or advertising novelties to store personnel. A distillery or liquor representative is prohibited from entering the ABC store except for the purpose of calling on the “buyer” or manager, making a purchase, or constructing a point-of-sale display which has been pre-approved by the manager.
- 2) Advertising novelties are defined but not limited to: disposable lighters, bottle or can openers, caps, hats, t-shirts, pens, umbrellas, key chains, shot glasses or other glassware, sunglasses, or other items which bear advertising matter. An industry representative may not give advertising novelties to store employees. An employee who asks for gifts of any kind is equally as guilty as the representative who gives the gift.
- 3) The board will allow modest hospitality provided by an industry member to eligible employees or officials. An unsolicited meal is deemed an acceptable business practice. Also, participation in social functions at ABC meetings or conferences, which are sponsored by industry representatives, is also permitted.

While every situation that might arise may not be addressed in this policy, an employee or official must act with prudence as to avoid any conflict of state law or regulations.

IN-STORE RULES:

1. Two people are required on duty during store operating hours.
2. You are expected to do your job while on duty. Always be alert to customer needs (effective customer service) and be ready to offer assistance.
3. Conduct any personal business outside of store work hours.
4. Employees may provide information about alcoholic beverages but may not recommend brands
5. Discourage customers from loitering in the store.

SAFETY:

Our facilities and procedures are planned to be safe and convenient for employees and customers. Familiarize yourself with the location of fire extinguishers and with emergency procedures.

PROHIBITED SALES TO DRUNKS OR MINORS

(Sec. 18-46 ABC Laws) "No alcoholic beverage may be sold knowingly to any minor, or to any person who has been convicted of public drunkenness or of driving any vehicle while under the influence of intoxicating liquors – or to any person known to be a habitual drunkard. The Manager and Employees may, in their discretion, refuse to sell alcoholic beverages to any individual applicant."

If you doubt that a customer is of legal age, you must not sell to him unless he furnishes sufficient proof that he is 21 years old. Be certain that such proof applies to the person presenting it and is not borrowed for the occasion. Please use the current I.D. Checking Guide to check for valid identification cards from the various states and countries. A valid identification card must be **current**. Sales to anyone visibly intoxicated are prohibited. You must be alert to your responsibility in this respect and be able to differentiate between the person who has had something to drink and the one who has had too much to drink. Never accuse a customer of being drunk. Use diplomacy and courtesy in declining to sell. This will generally satisfy the matter, but ask for assistance if needed.

Employees are prohibited from selling any person a quantity in excess of what can be lawfully transported.

DISMISSAL

Discipline may range from a written warning with a copy placed in your personnel file, to suspension without pay, to dismissal. In some cases, dismissal may be immediate. A permanent employee may be dismissed if he or she fails to perform work up to the standards of their job description or is no longer qualified because of, but not limited to, the following:

1. Negligence
2. Inefficiency
3. Unfit to perform duties
4. Failure to perform assigned duties
5. Incompetence
6. Inexcusable neglect of duty
7. Fraud in securing employment
8. Insubordination
9. Dishonesty
10. Drinking or under the influence of drugs while on duty, or reporting to work under the influence of alcohol or drugs
11. Unexcused absence

12. Conviction of a felony, or conviction of a misdemeanor involving moral turpitude
13. Willfully disregarding State ABC Laws
14. Discourteous treatment of public or other employees
15. Improper political activities
16. Willful disobedience
17. Misuse of ABC Board property
18. Willful disregard of the published policies of the Board
19. Any conduct reflecting discredit on the Board or on the ABC System
20. Possession of unauthorized weapons on the job
21. Betrayal of confidential information from official records
22. Engaging in incompatible employment
23. Improper use of merchandise or funds
24. Habitual tardiness
25. Habitual improper use of sick leave

INDEX

<u>SUBJECT</u>	<u>PAGE #</u>
Work Schedules	1
Pay	1
Overtime	1
Harassment	1
Drug and Alcohol-free Workplace	1-2
Grievance Procedure	2
Phone Usage	2
Hiring or Relatives	2
Smoking	2
Outside Employment	2
Confidential Information	2-3
Travel Policy	3
Holidays	3-4
Vacation	4
Sick Leave	4
Bereavement Leave	4
Retirement	5
Health Insurance	5
Dental Insurance	5
Longevity Pay	5-6
Military Leave	6
Civil Leave	6
Leave without Pay	6
Workmen's Compensation	6
Inclement Weather	7
Customer Complaints	7
Probationary Period	7
Gift Policy	7-8
In-Store Rules	8
Safety	9
Prohibited sales to drunks or minors	9
Dismissal	9-10

TRAVEL POLICY:

The travel policy shall follow the guidelines set forth from the State Alcoholic Beverage Control Commission and North Carolina State guidelines. When employees of the Locust ABC Board are required to travel on official business, the Board will pay reasonable amounts for transportation, meals, and lodging.

Policy regulations are as follows:

1. The City of Locust ABC System will pay for Board Members and employee expenses only. The System will not pay for any expenses incurred by spouses or other non-members.
2. The mileage rate shall be based on the current Internal Revenue Service approved mileage rate.
3. All expenses claimed should be accompanied with a receipt.
4. One Board Member and the Manager, or two Board Members must sign all travel expenses before being paid.
5. Our CPA is to ensure the expenses are in line with approved policy and state regulations. Our CPA will audit all travel expense reports.
6. When lodging is required, employees are expected to utilize standard, medium priced hotels or motels, whenever possible. In all cases, the Locust ABC Board will pay no more than the regular single room rate. Receipts must be presented for all lodging.
7. All travel must be authorized in advance by the Locust ABC Board.
8. Meals will be reimbursed at actual cost, with receipts. Alcoholic beverages will not be reimbursed.

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4367 Mail Service Center, Raleigh NC, 27699

Name of ABC System LOUISBURG

ABC Employees

1. How many employees does your ABC system have? full-time 3 part-time 2
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME DANNY MATTHEWS TITLE GENERAL MANAGER
SALARY \$ 53,046.49 BONUS \$ 108.28 BENEFITS Yes ☒ No ☐ HIRE DATE JUNE 01, 1983

NAME EDMOND RABIL TITLE CLERK
SALARY \$ 33,183.14 BONUS \$ 108.28 BENEFITS Yes ☒ No ☐ HIRE DATE JULY 01, 1991

NAME PHILIP MURRAY TITLE CLERK
SALARY \$ 26,246.06 BONUS \$ 108.28 BENEFITS Yes ☒ No ☐ HIRE DATE MARCH 22, 2004

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME DANNY MATTHEWS TITLE GENERAL MANAGER
SALARY \$ 49,841.20 BONUS \$ 107.65 BENEFITS Yes ☒ No ☐ HIRE DATE 1983

NAME EDMOND RABIL TITLE CLERK
SALARY \$ 31,764.00 BONUS \$ 107.65 BENEFITS Yes ☒ No ☐ HIRE DATE 1991

NAME PHILIP MURRAY TITLE CLERK
SALARY \$ 25,100.28 BONUS \$ 107.65 BENEFITS Yes ☒ No ☐ HIRE DATE 2004

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME DANNY MATTHEWS TITLE GENERAL MANAGER
SALARY \$ 27,462.56 BONUS \$ 107.65 BENEFITS Yes ☒ No ☐ HIRE DATE 1983

NAME EDMOND RABIL TITLE _____
SALARY \$ 31,514.00 BONUS \$ 107.65 BENEFITS Yes ☒ No ☐ HIRE DATE 1991

NAME PHILIP MURRAY TITLE CLERK
 SALARY \$ 16,105.80 BONUS \$ 107.65 BENEFITS Yes ☒ No ☐ HIRE DATE 2004

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Allen Gardner \$410 — Frank Freeman \$370.00
W. M. Hill Jr. \$370.00

Fiscal Year 2008

Allen Gardner \$410 — Frank Freeman \$370.00
W. M. Hill Jr. \$370.00

Fiscal Year 2007

Bill Williamson \$410.00 — Frank Freeman \$370.00
W. M. Hill Jr. \$370.00

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service? Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1997 Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1997 Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private donors? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1997 Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No ☐ If yes, when was it instituted? 1997 Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☒ No ☐ If so, how much is it per year total and who receives it? 900.00 GENERAL MANAGER

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$371.80

Submitted by Name Danny Matthews Title: Gen. Mgr. Date: 12-3-09

Benefits paid to Employees

Health + Dental

Retirement

401-K

Longevity

Christmas Bonus

Vacation

NEPOTISM

4

Section 6 Limitations on Employment of Relatives. Two members of an immediate family shall not be employed in the same administrative department at the same time. Neither shall two members of an immediate family be employed at the same time if such employment will result in an employee directly or indirectly supervising a member of his immediate family. This policy applies to promotions, demotions, transfers, reinstatements, and new appointments. The provisions of this section shall not be retroactive and no action is to be taken concerning those members of the same family employed at the same time of this adoption of this section. Immediate family is defined as wife, husband, mother, father, daughter, son, sister, brother, half-sister, ~~half-brother~~, stepmother, stepfather, stepdaughter, stepson, stepsister, stepbrother, grandmother, grandfather, granddaughter, grandson, mother-in-law, father-in-law, ~~brother-in-law~~, sister-in-law, and brother-in-law.

ARTICLE 3. THE SALARY PLAN

Section 1. Coverage of Salary Plan. A "Schedule of Salary Ranges" shall be the salary plan of the Board. The salary plan shall be all classes of positions in the classification plan.

Section 2. Maintenance of Salary Plan. The Board shall be responsible for the administration and maintenance of the salary plan. At the request of the Board, the General Manager shall secure information concerning the general level of salaries paid and fringe benefits provided in private industry in the area, the salaries paid and fringe benefits provided for comparable municipal county and state employees, and any changes in the cost of living in the area during the fiscal year. The Board shall conduct continuing studies of the internal relationships between classes in order to reduce or eliminate inequities between classes of positions. Based on its studies and the general financial conditions, the Board shall make such increases, reductions, or amendments of the salary plan as it deems necessary to maintain the fairness and adequacy of the salary plan.

Section 3. Entrance at the Minimum. Each new employee shall be appointed at the minimum salary which has been established for the classification in which he is employed except: (1) if the new employee does not meet the minimum requirements of the position and qualified applicants for the position are not available, the Board may designate the employee as a "trainee" to be appointed at a salary below the minimum; (2) when the Board shall determine that there has been a demonstrated inability to recruit at the minimum salary or that an applicant possesses exceptional qualifications, it may authorize the employment of an applicant at a higher rate than the minimum in the salary range.

Section 4. Salary of Trainee. A new employee who does not meet all of the established requirements for a position may be appointed with the approval of the Board at a training salary below the minimum salary established for the position. The employee shall continue to receive a reduced salary during a probationary period until the supervising department head with the approval of the Board shall determine that the trainee is qualified to assume the responsibilities of the position or until the end of that probationary period when the employee is either discharged or moved to a listed rate in the salary range established for the position.

Section 5. Salaries for Full Time Employees. All full time employees shall have a starting salary negotiable with the Board and Manager, with a six month probation period. Further raises will be based on store's profitability, employee's performance and cost of living increases. Salary increments shall be effective only upon the recommendation of the manager and the approval of the Board. The store manager's salary shall be negotiated between the Board

JUNE 10, 1997

TOWN OF LOUISBURG ABC BOARD
TRAVEL POLICY

MEMBERS OF THE TOWN OF LOUISBURG ABC BOARD AND STAFF WHO ARE REQUIRED TO TRAVEL ON OFFICAL BUSINESS ARE TO COMPLY WITH THE FOLLWOING GUIDELINES

- * TRAVEL ON OFFICIAL ABC BUSINESS MUST BE AUTHORIZED BY THE BOARD.
- * HOTEL/MOTEL ACCOMODATION ARE REIMBURSABLE AT ACTUAL COST AND MUST BE SUBSTANTIATED BY A RECEIPT
- * REGISTRATION FEES FOR CONFERENCES ARE ALLOWABLE.
- * MEALS ARE REIMBURSABLE WITH PROPER RECEIPT, INCLUDING TAX AND GRATUITY.
- * TELEPHONE CALLS PERTAINING TO ABC BOARD BUSINESS ARE REIMBURSABLE. PERSONAL CALLS ARE NOT REIMBURSABLE
- * REIMBURSEMENT EXPENSES ARE NOT ALLOWED FOR FAMILY MEMBERS OR OTHER PERSONS WHO ARE NOT EMPLOYED BY THE TOWN OF LOUISBURG ABC BOARD.
- * TRAVEL ADVANCEMENT IS ALLOWABLE AND MUST BE REPAID WITHIN THIRTY DAYS AFTER THE TRAVEL PERIOD ENDS.
- * USE OF PERSONAL VEHICLE FOR OFFICIAL BUSINESS IS REIMBURSABLE PER MILE AT RATE ALLOWABLE BY THE INTERNAL REVENUE SERVICE FOR EMPLOYEES BUSINESS EXPENSE.

**TOWN OF LOUISBURG ABC BOARD
ETICHS/ GIFT POLICY**

INDIVIDUALS EMPLOYED BY THE TOWN OF LOUISBURG ABC BOARD MAY NOT RECEIVE ANY GIFTS OF VALUE FROM INDUSTRY REPRESENTATIVES. ALL ADVERTISING NOVELTIES SHALL COME TO THE SUPERVISOR FOR DISTRIBUTING. THIS DOES NOT PRECLUDE THE SUPERVISOR OR BOARD MEMBERS FROM BEING TREATED TO A BUSINESS LUNCH..

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Lumberton ABC

ABC Employees

1. How many employees does your ABC system have? full-time 9 part-time 3
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Ellis E Page TITLE Administrator
SALARY \$ 45,900 BONUS \$ 400 BENEFITS Yes ☒ No ☐ HIRE DATE 9-02

NAME Voncile Dixon TITLE Store Mgr
SALARY \$ 37,107 BONUS \$ 400 BENEFITS Yes ☒ No ☐ HIRE DATE 7-93

NAME Glenda Ryan TITLE Admin Assist
SALARY \$ 26,308 BONUS \$ 400 BENEFITS Yes ☒ No ☐ HIRE DATE 9-05

NAME Edna McGirt TITLE Clerk
SALARY \$ 26,874 BONUS \$ 400 BENEFITS Yes ☒ No ☐ HIRE DATE 9-97

NAME Betty McNeill TITLE Clerk
SALARY \$ 28,080 BONUS \$ 400 BENEFITS Yes ☒ No ☐ HIRE DATE 3-00

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Ellis E Page TITLE Admin
SALARY \$ 41,600 BONUS \$ 400 BENEFITS Yes ☒ No ☐ HIRE DATE 9-02

NAME Voncile Dixon TITLE Store Mgr
SALARY \$ 33,612 BONUS \$ 400 BENEFITS Yes ☒ No ☐ HIRE DATE 7-93

NAME Glenda TITLE Admin Assist
SALARY \$ 23,828 BONUS \$ 400 BENEFITS Yes ☒ No ☐ HIRE DATE 9-05

NAME Betty McNeill TITLE Clerk
SALARY \$ 25,937 BONUS \$ 400 BENEFITS Yes ☒ No ☐ HIRE DATE 3-00

NAME Edna McGirt TITLE Clerk
SALARY \$ 24,336 BONUS \$ 400 BENEFITS Yes ☐ No ☐ HIRE DATE 9-97

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Ellis E Page TITLE Admin
SALARY \$ 39,998 BONUS \$ 400 BENEFITS Yes ☒ No ☐ HIRE DATE 9-02

NAME Voncile Dixon TITLE ST. Mgr
SALARY \$ 31,678 BONUS \$ 400 BENEFITS Yes ☒ No ☐ HIRE DATE 7-93

NAME Glenda Ryan TITLE Admin Assist
SALARY \$ 22,464 BONUS \$ 400- BENEFITS Yes ☒ No ☐ HIRE DATE 9-05

NAME Betty McNeill TITLE Clerk
SALARY \$ 24,461 BONUS \$ 400- BENEFITS Yes ☒ No ☐ HIRE DATE 3-06

NAME Edna McEirt TITLE Clerk
SALARY \$ 23,406 BONUS \$ 400- BENEFITS Yes ☒ No ☐ HIRE DATE 9-97

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

Retirement + Health Insurance

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

John W. Armstrong, Chmn, \$150⁰⁰/mon; Alan Avant \$57⁵⁰ mon;
William Hardin \$57⁵⁰/mon; Rhea Marshall, \$57⁵⁰ mon;

Ericka Jones, \$57⁵⁰ Mon; John W. Campbell, Bd Mbr, \$150⁰⁰ mon

Fiscal Year 2008

Same

Fiscal Year 2007

Same

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☒ No ☐ If so, what? See #14

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy. See attached

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐ See attached

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy.
Salaries are based on scale used by the city.

13. Do you pay a car allowance for board members/employees? Yes ☒ No ☐ If so, how much is it per year total and who receives it? Admin \$60⁰⁰ mon; Admin Assist \$50⁰⁰ mon
St. Mgr \$50⁰⁰ mon

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? Bd members are reimbursed for Mileage, Rm + Meals
Total \$2146⁵³

Submitted by Name Edna McEirt Title: Administrator Date: 11-24-09

Employment Qualifications Standards

Employees shall meet the employment standards established by the State ABC Commission, the position classification set forth by the Board and such other reasonable standards as to character, aptitude, ability to meet the public, and physical condition as may be established by the Board.

- A. PART-TIME APPOINTMENTS. All persons who are hired into a part-time position and have completed the probationary period are considered permanent part-time employees. Employees in this category will not be eligible for sick leave or insurance and will be paid on an hourly basis to be determined by the Administrator. Permanent part-time employees will be eligible for one week vacation after one year.
- B. TEMPORARY APPOINTMENT. Temporary appointments will be set up as needed. Salaries for employees in this category will be determined by the Administrator. Employees may be transferred from a temporary position to a permanent position at any time.
- C. QUALIFYING EXAMINATIONS. Employees may be required to take such written and oral tests as required by the Administrator to assist in determination of the applicant's qualifications for the position involved.
- D. LIMITATION ON EMPLOYMENT OF RELATIVES. The system shall not employ, in any full-time permanent capacity, any person related to a Board Member, or member of the authority which appoints Members of the Lumberton ABC Board. "Related" is defined as a relative by blood or marriage to a degree of first cousin or closer. EXCEPTION: Waiver from the State ABC Commission. GS – 18B-201. Also no immediate family member of the Administrator or Store Manager shall be employed either full or part time.
- E. PROMOTIONAL POLICY. A promotion occurs when an employee is promoted from a lower classification to a higher classification. The employee's salary should be raised to the minimum rate for the higher classification or sufficient to result in a salary increase. Any promotion by the Administrator or Store Manager will be carried out with the consent of the ABC Board.

Work Schedules

All employees are expected to be prompt in reporting to work. Employees should be cooperative at times when it is necessary to adjust duty hours due to unusual circumstances. If employee is unable to report to work on time due to unforeseen circumstances, he/she must notify the System Administrator or Store Manager so that adequate personnel coverage can be arranged.

Solicitations and Special Gifts

Solicitations and sales other than normal ABC sales are prohibited on the premises of the ABC store. Any gifts to employees by sales representatives or other individuals is prohibited unless authorized by the System Administrator.

Employee Performance Appraisal Evaluation

- 1) All ABC employees will be evaluated annually on or about their anniversary date. This annual evaluation will be conducted by the System Administrator and the Board.
- 2) The System Administrator evaluation will be conducted by the Board.
- 3) All employees evaluations will be discussed with the employee and signed by the employee.
- 4) All employees will have the opportunity to rebut any evaluation. The rebuttal must be made in writing and submitted within 3 working days to the System Administrator.
- 5) If the employee disagrees with their evaluation, they do not have to sign it; but the evaluator must indicate and initial after the statement at the conclusion of the conference.
- 6) Evaluations will be conducted on each individual employee's anniversary date.